

# Notice of Career Opportunity

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## United States Pretrial Services Eastern District of Missouri



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<b>Posting Date:</b>	May 23, 2024
<b>Vacancy Number:</b>	AAPSO-05-24
<b>Position Title:</b>	Administrative Assistant to Pretrial Services Officer
<b>Salary Range:</b>	CL 22/1 \$32,403 to CL22/61 \$52,716 Salary dependent on experience and qualifications. Promotion potential to Administrative Assistant to Pretrial Services Officer CL 23/1 \$40,155– CL 23/61 \$ 65,277 without further competition.
<b>Position Location:</b>	St. Louis, MO
<b>Closing Date:</b>	Open until filled - <i>applications considered as they are received</i>

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### Position Summary

The United States Pretrial Services Office for the Eastern District of Missouri is accepting applications for the position of an Administrative Assistant to Pretrial Services Officer. This position is full-time. This position will be stationed in the St. Louis, MO office. Multiple positions may be filled from this announcement.

### Summary of Representative Duties and Responsibilities

- Assist pretrial services officers in compiling criminal histories/profiles, running record checks through local and national databases and files, conducting inquiries with collateral agencies and community service agencies, collect verifiable and supportable documentation (i.e., MSR's), and performing similar activities.
- Enter data and information into the agency's computerized database system (i.e., Chronological Record, CLETS, PACTS). Forwards delinquency letters to offenders when necessary.
- Maintains offender/defendant list for each officer, updating monthly to ensure accuracy of officers' caseload and track case plans, expirations, and other necessary record checks.
- Prepare and process forms and documents, ensuring consistency and accuracy among court-supplied documents, officer reports, and related paperwork.
- Contact various local, state, and national law enforcement and regulatory agencies to collect and record information to assist with investigations.
- Prepare and update case files and reports investigation and supervision, at the direction of an officer and in accordance with established policies and practices. Format, type, and edits reports or court letters prepared by officers.
- Prepare forms and letters at the direction of the pretrial services officer and/or supervisor.
- Maintain paper and computerized records of urinalysis test results and inform officer of results.
- Scan location monitoring photos into SIRS
- Fingerprints offenders as directed by the pretrial services officer for posting of FBI Flash Notice
- Verifies financial balances for restitution or fines through contact with District Court Clerk's office or other districts.
- Conducts Accurant financial investigations and request credit check investigations as directed by pretrial services officer.
- Enters, analyzes, maintains, and produces accurate data in various automated and manual systems.
- Perform general office duties such as, but not limited to, general reception and clerical duties
- Perform other representative duties as assigned.

## **Required Qualifications**

- Applicants must be a high school graduate or equivalent. Bachelor's degree is preferred.
- Must have excellent communication and organization skills and able to work independently. Strong writing, analytical and decision-making skills are required.
- Knowledge and skills in use of personal computers and software applications to prepare reports and correspondence is required.
- Applicants must have thorough knowledge of office procedures, practices, processes, and telephone etiquette.
- Ability to organize work in conjunction with interruptions and distractions to meet recurring deadlines and maintain tracking systems related to cases.
- Experience with the criminal justice system and/or bilingual in Spanish or other pertinent language is a plus.

Applicants should have clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations

## **Conditions of Employment**

- Applicants must be a United States citizen or eligible to work in the United States. Appointment is contingent upon providing proof of United States citizenship or proof of authorization to work in the United States as required by the Immigration Reform and Control Act of 1986.
- Applicants selected for interviews must travel at their own expense. The office does not pay for relocation expenses.
- The U.S. Courts require employees to adhere to a Code of Conduct that is available to applicants for review upon request.
- Judiciary employees serve under excepted appointments and are considered "at will" and can be terminated with or without cause by the court.
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## **Background Investigations Requirements**

The U.S. Pretrial Services Office requires a credit and background check for selectees. The selectee(s) considered for this position is required to undergo an FBI Background Check and/or Investigation. The selectee may be appointed provisionally, and retention will depend upon favorable suitability determination of the background investigation.

## **Benefits**

Judiciary employees serve under excepted appointment (not civil service). The Federal benefits package includes:

Generous Paid Time Off Program	11 Paid Holidays
Public Service Loan Forgiveness	Group Health, Dental, Vision and Life Insurance Defined
Benefit Pension Plan	Contribution Plan (TSP) with Employer Match
Long-Term Insurance	Health and Dependent Flexible Spending Accounts
Parking/Commuter Benefit Program	Employee Assistance Program
Work Life Services	Virtual Judiciary Online University

## **How to Apply**

Please e-mail a detailed resume (including reference) and a completed application for Judicial Branch Federal Employment (Form AO-78), which can be found on [www.uscourts.gov](http://www.uscourts.gov) to: [MOED\\_Employment@moed.uscourts.gov](mailto:MOED_Employment@moed.uscourts.gov).

Applications will not be considered complete until all the items listed above have been received by Human Resources.

The U.S. Pretrial Services Office reserves the right to modify or withdraw the announcement which may occur without prior written or other notice. All property submitted becomes the property of the U.S. Pretrial Services Office. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the U.S. Pretrial Services Office may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position. Only applicants who are selected to be interviewed will be contacted.

*The Pretrial Services Office provides reasonable accommodations to applicants with disabilities.*

**The Court is an Equal Employment Opportunity employer**